



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 13, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-32

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Distribution of OSUP Memorandums
Removal of OSUP Mail Bins

Effective January 1, 2002, all OSUP Memorandums will be distributed through email only to agency Employee Administration Managers; paper copies of memos will no longer be distributed. Since January, 2001, OSUP has been distributing OSUP memos through email to those employees listed on the OIS list of EA Managers. Please contact Kathy Bates at 342-0713 if the OIS EA list does not contain employees who need to receive OSUP memos.

As a result of this change, agency bins located in OSUP room 132-B will be removed, and in-town agencies will no longer need to send messengers to pick up material from OSUP. In the event that material must be distributed to agencies, OSUP will send this to the Employee Administration Manager for each agency at the address provided to OSIS. Agencies will receive material either through DOA/SMO messenger services or the US Post Office.

JWC/kmb